

OFFICE OF THE GOVERNOR  
ADMINISTRATION  
COMMUNICATIONS  
PRESS OFFICE

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.


The Office of the Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Governor agrees to establish and enforce internal policies that will be approved by the Department of Cultural Resources. The policy will specify how long those records must be retained, and when they must be destroyed.

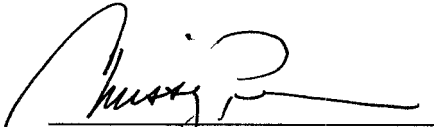
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

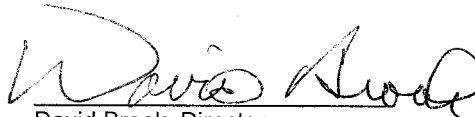
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

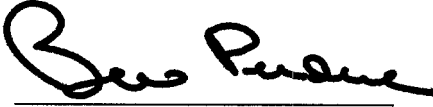
APPROVAL RECOMMENDED

  
Amy Blinson, Chief Records Officer  
Office of the Governor

  
Chrissy Pearson, Director  
Communications

  
David Brook, Director  
Division of Historical Resources

APPROVED

  
Beverly Eaves Perdue  
Governor

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 48696. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats, including email, concerning section goals and objectives. File includes memoranda and correspondence received from the governor, other officials within the Office, and state and federal agencies concerning the administration and management of the section.

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records, including email, to the State Records Center after 4 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 33957. NEWSPAPER CLIPPINGS FILE.** Records in paper and electronic formats concerning the "top issues" of the Office of the Governor.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 33958. PRESS RELEASES (ELECTRONIC) FILE.** Press releases and media advisories in electronic format concerning the Governor's and First Spouse's official positions on various subjects.

DISPOSITION INSTRUCTIONS: Transfer electronic records after 2 years to the State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 33960. SPEECHES AND INTERVIEWS FILE.** Records in paper and electronic formats concerning official speeches and interviews given by the Governor or First Spouse to various organizations and groups. File may include digital recordings, transcripts, notes, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 34035. PHOTOGRAPHS FILE.** Official digital and traditional photographs of the Governor and First Spouse and events that they have attended.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 years, but no later than the end of the Governor's administration for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

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**ITEM 34544. BRIEFING MEMORANDUMS (ELECTRONIC) FILE.** Briefings in electronic format concerning preparations for events. Briefings include dates, locations and descriptions of events, names of contact persons, and other related data. (Comply with applicable provisions of GS 132-1.7 regarding the confidentiality of security measures.)

**DISPOSITION INSTRUCTIONS:** Transfer electronic records after 2 years, but no later than the end of the Governor's administration for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 45945. VIDEO FILE.** Analog and digital video of speaking engagements, television broadcasts, and other events featuring the Governor and/or the First Spouse. File also includes a database used to manage content.

**DISPOSITION INSTRUCTIONS:** Transfer video recordings and database records after 3 years, but no later than the end of the Governor's administration to State Records Center for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 48697. COMMUNICATIONS WORKING PAPERS FILE.** Supporting documentation, reports, and working papers used by the Communications' Office in the preparation of the Governor's speeches, briefings and press releases.

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 3 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.

**ITEM 48698. NEW MEDIA (ELECTRONIC) FILE.** Record series in electronic format concerning outputs on new media sites such as blogs, Facebook, Twitter, YouTube, and other communication web sites. File may include text documents and videos not crawled as indicated in Web Site File (Item G47 of the General Schedule for State Agency Records).

**DISPOSITION INSTRUCTIONS:** Transfer to the State Records Center after 3 years, but no later than the end of the Governor's administration, for immediate transfer to the custody of the Archives. Contact the Electronic Records Unit prior to the transfer of any electronic records.